



STARTING OR RENEWING A CLUB/STUDENT ORGANIZATION AT CNM

All student clubs/organizations at CNM must be officially chartered or recognized by the CNM Student Organization Chartering Committee* on an annual basis (official student governance organizations are excluded). The chartering process for the 2009/2010 school year starts during the summer term with chartering decisions made by mid-September. In cases where student officers, advisors, or sufficient members are not available to complete the chartering process an extension to apply for charter may be granted by the Dean of Students no later than Friday 5:00pm of the first week of fall term (September 4th, 2009). Chartering delays may affect funding.

All student club/organization correspondences will take place through MyCNM/Outlook email accounts.

New student clubs/organizations may be started at CNM with the approval of the Student Organization Chartering Committee. In order to be considered for approval as a chartered group the following must occur:

1. The club/organization Charter Packet must be completed (incomplete packets will not be considered). This packet requires that the forms listed below must be completed (in their entirety) and returned to the Student Activities Office no later than **September 15, 2009 by 5:00pm**.
 - Advisor Contract/Non-exclusionary Statement
 - Club Chartering Application Form
 - Active Members List
 - Copy of the organization's governing documents
 - By laws, constitution, meeting rules or operating guidelines.
2. The proposed club/organization must have a designated advisor. The advisor must be a current full-time or part-time CNM employee and must attend (along with two or more organization officers) a mandatory training orientation once annually. Supplemental training regarding specific aspects of advising a student organization may be required for all advisors and officers. The advisor is responsible for understanding the policies and guidelines that govern student organizations at CNM and ensure these are adhered to by the organization.
3. The roster of proposed members for this student club/organization must include a minimum of seven active student participants with at least 70% of the total participants being currently enrolled CNM students (enrolled at least three hours and not a CNM employee).



4. All club officers must be current CNM Students and in good academic standing.
5. The proposed student club/organization must have a name.
6. The proposed student club/organization must have a mission statement or statement of purpose.
7. The proposed student club/organization must have a governing document, such as a constitution, bylaws, or guidelines.

Once the requirements listed above have been met, the request will be considered at a Student Organization Chartering Committee meeting. The decision regarding approval as a chartered student organization will be made based on the following criteria:

- Is the application packet complete and have the minimum requirements for consideration been met?
- Is the purpose of the student group clear?
- Is the purpose of the group new or different or is there an existing student organization which could be expanded to meet the needs of the proposed club/organization?
- If request is to renew a charter, has the organization in the past followed established policies, procedures and guidelines regarding student organizations and are they currently in “good standing” with the Student Activities Office and the Office of the Dean of Students? All student clubs/organizations at CNM must abide by CNM policies and procedures in order to remain in good standing.

The advisor for each proposed student club/organization will be notified regarding the outcome/decision of the chartering committee by the Student Activities Coordinator no later than September 24, 2009 through their CNM e-mail account. It is the Advisors responsibility to check their CNM e-mail on a regular basis and if they are not receiving any e-mails from the Student Activities Office it is the Advisors responsibility to contact the Student Activities Coordinator and resolve the problem.

CNM Email will be the primary method the Student Activities Office will use to communicate with Advisors and organization members. It is the responsibility of the Advisor to notify club officers/members of the outcome.

*The Student Organization Chartering Committee is made up of the Student Activities Coordinator, the Dean of Students, the Director of Student Life, one faculty member, and one student leader as appointed by the Dean of Students.



RESPONSIBILITIES OF A STUDENT ORGANIZATION

1. No Organization may obligate or commit CNM financially or in any other way without the approval of their Advisor, the Student Activities Office and the Dean of Students. The advisor/officers will work with the Student Activities Office to obtain the proper approvals when needed.
2. When student organizations gather for travel, meetings, social events, service projects, etc. they are representing CNM. Members and Advisors are representatives of CNM and should maintain professional conduct. Members are expected to adhere to the behavioral expectations set forth in CNM's Student Code of Conduct. Should it ever be necessary to do so, members and organizations would be disciplined according to the Code of Conduct standards and procedures. Advisors are expected to adhere to the behavioral expectations set forth in CNM's Employee Handbook.
3. Student organizations are responsible for abiding by the policies and procedures found in the Student Organization Advisor Manual, the Student Allocation Board Guidelines and when appropriate, The Source.

SPORTS CLUBS

(BASKETBALL, BASEBALL, RUNNING CLUB, SOCCER, SOFTBALL, ETC.)

These clubs are formed for the sole purpose of competing in their respective leagues (city, county, UNM, and other athletic events in the community.)

RULES FOR SPORTS CLUBS

1. Must adhere to chartering rules and to the Student Allocation Board guidelines regarding acceptable purchases.
2. Must have seven CNM student members actively participating. Funding is only available for student members (or when appropriate, the Advisor).
3. Must submit an official roster of players to the Student Activities Coordinator.
4. Roster must match membership list.
5. Advisor is responsible for ensuring that all team/club members follow all relevant CNM policies and procedures including but not limited to The Student Code of Conduct.
6. Team activities on or off campus are subject to The Student Code of Conduct.



OFFICIAL CHARTER

Privileges of a Chartered Club/Organization include:

1. The use of CNM facilities for group activities free of charge.
2. Possible funding from the Student Allocation Board provided requirements and deadlines are met.
3. The right to publicize activities on campus and in special publications.
4. The right to post materials on campus bulletin boards.
5. The right to host fundraisers on campus.
6. Use of campus services for the purposes of organizational activities such as use of CNM vehicles (Advisor), DPC, IMR equipment, graphics department, central stores, etc. However, organizations are responsible for any costs incurred in using these services.
7. The right to establish an "Agency account for fundraising. If approved, the account is created through a request from the Advisor and the Student Activities Office.
8. Use of equipment/accessories available for check out through the Student Activities Office (A current list of equipment is available in the Student Activities Office.)

PROVISIONAL CHARTER

Student organizations chartering after the deadline will have the following privileges:

1. The use of CNM facilities for group activities free of charge.
2. The right to publicize activities on campus and in special publications.
3. The right to post materials on campus bulletin boards.
4. Use of equipment/accessories available for check out throughout the Student Activities Office (A current list of equipment is available in the Student Activities Office.)

Your club/organization may not fundraise and is not eligible for allocated funds until the club/organization re-charters the following Fall term during the regular charter period.



CNM CLUBS/ORGANIZATION CONTRACT AND NON-EXCLUSIONARY STATEMENT

BETWEEN CLUB/ORGANIZATION AND CNM

I, _____, am the advisor for the _____ club/organization at Central New Mexico Community College. I have read the rules and regulations as stated in the student chartering procedures and agree to ensure the rules are followed by my club/organization. I also agree to attend the required training session and abide by the guidelines for advisors regarding the policies and regulations related to purchasing, travel, fundraising, allocations of student fee monies and other topics of concern for student clubs/organizations. I understand that failure to follow these rules and regulations may result in a review/cancellation of charter and or possible disciplinary action.

I understand and agree to adhere to the policy that no team, club, organization, or activity of CNM shall deny full enjoyment of all the rights and privileges of its membership of any activity on the basis of gender, race, ethnic background, national origin, religion, age, physical or learning disability, medical condition, and/or sexual orientation.

Signature of Advisor: _____ Date: _____

Printed Name of Advisor: _____ Date: _____

Department: _____ Ext: _____

Name of Student Organization: _____



CNM CLUB/ORGANIZATION CHARTERING APPLICATION

Club/Organization Name: _____

Purpose of Club/Organization:

If applying for full charter, what student organization governing document are you submitting with this application packet? _____

Is this a new charter? YES NO

Advisor's Name: _____ Home Phone Number: _____

CNM e-mail address: _____

Is this organization open to all students? YES NO

If no, what restrictions does your organization have?

When, where, and how often does the club meet?

For Clubs and Organizations, if they do not have officers, they must provide a list of four or more key members.

PLEASE PRINT CLEARLY

President's Name: _____ CNM email: _____

Vice President's Name: _____ CNM email: _____

Secretary's Name: _____ CNM email: _____

Treasurer's Name: _____ CNM email: _____



WEB PAGE INFORMATION

Name of Club: _____

Advisor: _____

Advisor Contact Information: _____

Phone Number: _____

Email: _____

Brief Description of Club Mission and Statement:

Major Activities and/or events:

First Year Chartered at CNM:

Are there any membership dues/fees? YES NO

If yes, what is the fee? _____ Annual Other _____

Club/Organization governing documents should reflect the amount and purpose of dues/fees to be collected. Dues/fees must be deposited through the Student Activities Office on the next business day.